

25 MAY 1976

STATINTL

NOTE FOR: [REDACTED]

SUBJECT : Official Luncheons to be Hosted by Mr. Bush

1. Upon receipt of Mr. Bush's "OK", I endeavored to schedule the luncheons as Mr. Blake had so indicated in his note to you of 20 May. Unfortunately, there were too many conflicts with other calendars and I had to do some juggling. Since Director Kelley will be out of town until the week of 14 June, and in coordination with Mr. Bush's calendar, have scheduled the luncheon for Director Kelley for:

Date : Tuesday, 15 June 1976
Time : 12:30
Place : DCI Dining Room
Attendees: Director Kelly and 3 Guests of His Choosing
(Mrs. Metcalf will let us know who they will be)
Mr. Bush
Mr. Knoche
Mr. Blake
Mr. Wells
Mr. Gambino
Mr. [REDACTED]

Cancelled

STATINTL

Date : Tuesday, 2 June 1976
Time : 1200 Noon
Place : DCI Dining Room
Attendees: [REDACTED]

STATINTL

Mr. Bush
Mr. Knoche
Mr. Blake
Mr. [REDACTED]
Mr. [REDACTED]
Mr. Mike Malanick, Associate DDA
Mr. Harry Fitzwater, Director of Training
Miss [REDACTED]

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2. Have made the necessary changes and confirmed with [REDACTED] the use of the Director's Dining Room for the dates indicated above. Also will take care of arrangements for the [REDACTED] representatives to be brought into the DCI garage and escorted to the Dining Room. As soon as I hear from Mrs. Metcalf, will advise the names of the three additional Bureau representatives. Imagine, however, they will be the same individuals who were in attendance when Director Kelley hosted a similar lunch at the Bureau.

3. Jennifer, the above for your and Mr. Bush's calendars. Should you need any additional info, please give me a call.

STATINTL

[REDACTED]

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
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OFFICIAL ROUTING SLIP			
TO		DATE	INITIALS
1			
2			
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6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
DDA 76-2708			
Remarks:			
<p>Thanks</p> <p>Might be in order to drop a preliminary alert to the other Directorates, and also give them their names. /s/Jack Blake.</p>			
FOLD HERE TO RETURN			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
UNCLASSIFIED	CONFIDENTIAL	SECRET	

STATINTL

STATINTL

FORM NO. 1-67

237

Use previous editions

(40)

DDA Remarks: "Thanks. Might be in order to drop a preliminary alert to the other Directorates, and also give them their names. /s/Jack Blake."

Distribution:

Original - DD/OP w/Orig of Att (DDA 76-2708, Memo to DDA fr DD/OP, dtd 28 May 76'

Subject: Re-employed Annuitants w/Att

- 1 - DDA Subject w/atts
- 1 - DDA Chrono w/o Atts
- 1 - JFB Chrono w/o Atts

DDA:JFBBlake:der (9 June 1976)

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DDA 76-2197

17 May 1976

Executive Registry

MEMORANDUM FOR: See Distribution

FROM : George Bush
Director of Central IntelligenceSUBJECT : Official Reception and Representation
Expenses at Headquarters and [REDACTED]STATINTL
STATINTLREFERENCE : Memo for Multiple Adses. from DCI, dtd
1 April 1976; Subj: Official Reception
and Representation Expenses at Headquarters

1. In view of the authorization contained in the FY 1976 budget appropriation, the referent is rescinded and the following policy pertaining to the expenditure of U.S. Government funds for official reception and representation purposes at Headquarters and [REDACTED] is substituted therefor:

STATINTL

a. Appropriated funds may be used for official reception and representation expenses, including the expenses of cooperating U.S. Government officials at meetings concerned with the official functions of the Central Intelligence Agency. Agency employees in attendance at such meetings will normally be expected to pay for meals served to them. When a Deputy Director determines that this would be inappropriate and that the employees should be reimbursed for expenses incident to their attendance, the reason therefor must be stated on the voucher.

b. A Deputy Director or Independent Office Head is authorized to certify claims for reimbursement of expenses incurred for official reception and representation purposes and to submit these claims (in the format attached) to the Executive Secretary who is designated the single senior official who may approve the vouchers for payment or reimbursement. Since the burden should be a limited one, these responsibilities will be exercised without further delegation.


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c. As a general policy the payment of expenses incurred for reception and representation purposes at functions attended solely by individuals whose services are funded by the Central Intelligence Agency, or by one of its proprietary organizations or for whose services the CIA reimburses another agency, will not be authorized. There may, however, in the view of a Deputy Director or an Independent Office Head, be unusual circumstances justifying an exception. Such an exception shall require the prior approval of the Director.

d. Due to a specific limitation on the total amount of money authorized for "official reception and representation expenses," funds for these purposes are included in the O/DCI budget and all such expenditures will be costed to the DCI Imprest Fund.

2. The foregoing policy and procedures do not apply to representation expenses incurred at overseas field stations for operational purposes involving non U.S. Government employees. Existing authorities governing these kinds of activities have not been modified.

3. Funds appropriated for the purpose of reception and representation expenses are limited. It is expected that Deputy Directors and Heads of Independent Offices will scrutinize each request to assure that the need for incurring such an expense is justified and that a benefit to the U.S. Government is derived.


George Bush

Attachments

- A. Memorandum Format
- B. Voucher Format

DIRECTOR'S DINING ROOM

Date 28 Jun 76

ITEM NO.	ITEM	PRICE
<input type="checkbox"/> 20	Chicken Breast	\$3.00
<input type="checkbox"/> 21	Cornish Hen	\$3.00
<input checked="" type="checkbox"/> 22	Lamb Chops x 11	\$3.60
<input type="checkbox"/> 23	Veal Chops	\$3.60
<input type="checkbox"/> 24	Steak - Delmonico	\$3.60
<input type="checkbox"/> 25	Veal Cordon Bleu	\$3.90
<input type="checkbox"/> 26	Filet Mignon	\$4.50
<input type="checkbox"/> 27	Chicken Cordon Bleu	\$3.25
<input type="checkbox"/> 28	Misc.	
<input type="checkbox"/> 40	Sherry	\$.75
<input type="checkbox"/> 41	Dubonnet x 2	\$.75
<input type="checkbox"/> 42	Cocktail x 9	\$1.00
<input type="checkbox"/> 43	Vermouth	\$.50

(39.60)

Membership Acct. # 10161

Signature [REDACTED]

Room No. _____

STATINTL

50.10
5.01
55.11 + 10%